Global Travel and Expense Reimbursement Policy

# Purpose, Scope, and Responsibility

* 1. The purpose of this Global Travel and Expense Reimbursement Policy (the “Policy”) is to ensure that all employees have a clear and consistent understanding of the guidelines and expectations of COMPANY NAME Inc. (inclusive of all brands and subsidiaries, collectively “COMPANY NAME” or the “Company”) for business travel expenses.
  2. Individual employees are responsible for ensuring that their expense reports comply with this Policy.
  3. Managers are responsible for reviewing expense reports prior to approving them and **MUST**

certify that expense reports are compliant with this Policy at the time of approval.

* 1. COMPANY NAME will reimburse expenses that are reasonably incurred in connection with Company business, provided that they:
     + comply with the Company guidelines detailed in this Policy;
     + have been pre-approved where necessary
     + are submitted via the company’s Expense module.
  2. This policy applies to all employees of COMPANY NAME and its subsidiaries. It also applies to consultants, contractors and temporary employees whose contracts provide for payment of expenses by the Company.
  3. It is expected that the employee will neither lose nor gain financially as a result of traveling on business.
  4. Any exceptions to this policy must be pre-approved by the Chief Financial Officer.
  5. Receipts are required for ALL expenses.
  6. Violations of this Policy will be taken seriously and may result in disciplinary action, up to and including termination.
  7. Accounts Payable will from time to time perform a random audit to ensure that employees are in compliance with the policy regarding receipt submission.

# Company Travel

* 1. The decision to travel should be based solely on business needs and should be scheduled only if a more economical alternative (e.g., teleconferencing, webinars) would not be effective. Employees are expected to make responsible choices when using Company funds if it is necessary to travel or entertain.
  2. Employees are responsible for booking their own travel arrangements unless otherwise directed.
  3. All trips will route for review/approval prior to final reservations occurring.
  4. Employees will be reimbursed for necessary and reasonable expenses incurred while on business travel.
  5. Employees are required to incur incidental expenses on their personal credit cards. Employees may not use their credit card for another individual’s travel-related expenses. If an employee experiences any issues, please contact:

# Corporate Travel Card

* 1. As the company migrates to XX bank we will be eliminating Corporate Credit Cards.
  2. Employee airfare and hotel expenses will be charged to the company’s P-card.
  3. Employees will be responsible for incurring incidental expenses and meals on their personal credit cards and submitting these expenses for reimbursement.
  4. In the event that a vendor requires a credit card to complete a transaction and the employee does not have a personal credit card, please contact the following people who will be in a position to support transactions with the Company P-card:

# Airline Reservations

* 1. Flights should be booked through our travel provider for all employees.
  2. Airline reservations should be made a minimum of two (2) weeks prior to travel whenever possible.
  3. Employees are expected to book coach / economy class tickets and to select the lowest logical airfare for their destination.
  4. For journeys with continuous flight duration longer than 5 hours, employees may book economy comfort/plus or comparable seats with prior approval from the functional lead (direct report to the CEO).
  5. Business and First class travel is strictly prohibited unless specifically approved in writing by the CFO.
  6. Employees may participate in any carrier “frequent flyer” program that they choose. Mileage credit earned in such programs may be used by the employee at his/her discretion. If such credits are applied to a business trip, the Company does not provide reimbursement for “spent” miles. Further, it is expected that participation in a frequent flyer program does not influence flight selections that would result in incremental cost to the Company above the lowest logical fare. Membership costs associated with frequent flyer programs are not reimbursable.
  7. Employees are prohibited from purchasing personal travel insurance for flights. COMPANY NAME has global travel insurance coverage in place for employees travelling on business travel. For any insurance claims please contact:
  8. **Reimbursable airline fees:**
     + Inflight meals
     + Wi-Fi when used for work, not entertainment;
     + Baggage fees;
     + Excess baggage fees when travelling with company equipment; and
     + Fees for ticket re-issuance (exchanges) for rescheduled flights, provided the rescheduling is approved/requested by the Company.
  9. **Non-Reimbursable airline fees:**
     + Fees for bonus miles;
     + Airline club access fees;
     + Additional cost and fees incurred for seat upgrades over and above authorized cabin class; and
     + Priority boarding.

# Lodging:

* 1. Lodging arrangements should be booked through the company’s travel module or through our travel partner, Egencia. If an employee travels to a destination where there are no preferred hotel options, a reasonably priced hotel should be selected.
     + Employees must always book standard rooms.
     + It is expected that the daily room rate should not exceed USD $250 or local currency equivalent of USD $250 **excluding** taxes and fees,
     + When traveling in the following major cities, the daily rate should not exceed USD $350 per night or local currency equivalent of USD $350 **excluding** taxes and fees.
       - NYC, London, Paris, Tokyo, Los Angeles, Singapore, Sydney, and Hong Kong.
  2. Employees must pay attention to cancellation policies. Many hotel chains require cancellation 24 hours prior to the scheduled arrival data. “No-show” charges are generally not reimbursable, except as directed or approved by the functional lead via email. This email is required to be shared with the travel manager
  3. It is preferred that non-refundable room rates are not selected except when booking within 48 hours of check in.
  4. Hotel incidental expenses must be broken out as individual items and scanned copies of the hotel bill are required for reimbursement.

# Car Rental:

* 1. Employees may use rental cars when traveling on Company business. Rental cars should be booked through the Travel Partner. Mid-sized cars should be booked if the employee is travelling alone or with an additional employee. Larger vehicles may be booked when three or more employees are traveling together.

1. Specialty rental vehicles will not be reimbursed (i.e. luxury, SUV, convertible).
2. Employees renting vehicles for business within the U.S. should decline insurance coverage from the rental company.
3. Employees renting vehicles outside of the U.S. should purchase from the rental company the minimum mandatory insurance coverage for the areas in which they are traveling.
4. Employees should not select “fuel packages” the rental car vendor offers. Rental cars should be returned fully refueled.
5. Parking/moving violations are not reimbursable expenses.
6. Mileage incurred while renting a vehicle is NOT reimbursable.

# Taxi / Car Service:

* 1. Where possible public transport should be utilized.
  2. If a taxi is the best or only option for travel, employees will be reimbursed for taxi fares. Employees may use shared ride services such as Uber and Lyft if the cost is not significantly higher than the taxi fare. Uber or Lyft should not be used when “surge pricing” is imposed unless the employee has no reasonable alternative available.
  3. In the UK, taxis may be booked using the Company’s car service account where applicable – please speak to leadership team assistant.
  4. For those markets with local laws governing after hours taxi service, employees and managers must follow procedures implemented based on local market conditions. Speak with your local finance colleagues if you have any questions.
  5. When entering Business Purpose in your expense report, include clear description (i.e., Taxi for Client Meeting with Customer {insert customer name}).

# Rail:

* 1. Rail travel may be used where total travel time from business origin to business destination is comparable to that of airline transportation. Rail travel should be considered as an alternate method to air travel. Rail travel should be booked through the company’s travel module or through our travel partner.
  2. Standard class rail travel together with the cost of reserving a seat will be reimbursed by the Company.
  3. Employees should take advantage of any saver fare options and should book as far ahead as possible in order to achieve the best fare. The Company will not reimburse an employee if loyalty points are used for travel.
  4. Examples of routes include:
     + New York/Philadelphia;
     + New York/Washington DC;
     + New York/Boston;
     + Chicago/Milwaukee;
     + Philadelphia/Washington DC; and
     + London to Paris (Eurostar).
  5. Journeys under 6 hours in duration should be booked in economy class except in the Amtrak Northeast Corridor routes offering Acela service.

# Mileage:

* 1. Employees will be reimbursed for mileage when using their personal vehicles for Company business according to the IRS/local tax guidelines. (See Appendix below ) Please reference mileage rate table in appendix. The starting address and ending address must be entered in order to be considered reimbursable.
  2. Employees may not claim mileage expense for their “normal commute” (travel to/from the employee’s home/work location on normal work days).
  3. Parking and tolls are reimbursable expenses. For journeys greater than 200 miles, employees should evaluate the cost benefit of a rental car.
  4. Penalty notices such as parking fines and speeding tickets will not be reimbursed.

# Meals and Entertainment:

* 1. Employees will be reimbursed for meals consumed while traveling (breakfast \*\*, lunch \*\*, dinner) up to a maximum of USD $75.00 per day or local currency equivalent.
  2. The Head Office provides breakfast and lunch daily therefore employees who are based in the NY office or traveling to NY will be reimbursed USD $50.00 per day or local currency equivalent to cover the cost of dinner while working from this office location.
  3. Entertaining Employees:

1. Employee entertaining is prohibited under the Policy without **prior written approval from your functional head** (direct report to the CEO). Written approval must be attached to the employee expense report in order to be reimbursable.
2. For business dinner meals at which all present are employees of COMPANY NAME and/or contractors (such as a business meeting conducted during a meal) the total bill including tax and gratuity should not exceed USD $50 per attendee or local currency equivalent of USD $50. The highest ranking employee at the event **MUST** settle the entire bill.
3. The list of attendees must be included in the expense report. Such meals need to be expensed using the expense type “Business Meals” in the company’s expense module.
4. The itemized, original receipt for business meals indicating food and beverage purchased **MUST** also be included when submitting this expense for reimbursement.
   1. Entertaining Non-Employees :
5. Entertainment of non-employees is capped at USD $75 per head or local currency equivalent of USD $75.
6. Entertainment refers to expenses related to COMPANY NAME employee(s) entertaining a customer, business contact and/or prospective clients with the intention of conducting business discussions.
7. When submitting entertainment expenses, the business purpose for the expense including the nature of the business discussion or activity, date, place, Company represented and attendees is required. This information must be entered into the company’s expense module at the time you submit the expense report.
8. In general, entertainment will be considered non-business related unless its purpose is to:
   * Discuss a particular business project;
   * Maintain a business connection; or
   * Form a new business connection.
9. The itemized, original receipt indicating food and beverage purchased MUST be included when submitting the expense for reimbursement.
   1. The highest ranking COMPANY NAME employee present at a business meal must settle the entire bill and file the expense claim. The bill cannot be split amongst employees.

# Expense Reporting:

* 1. Expense reports must be submitted in a timely manner, at least once per month and at least 7 days prior to the month end close cycle, which is the last day of the month. Expenses should be submitted within 30 days of incurring the expense. Expense reports are processed on the company’s expense module.
  2. Expense reports may be subject to audit once submitted. If the report routes to “Audit” this process may take up to 72 hours to complete. Once approved, the report will route to the approving manager.
  3. Employees must retain a copy of the expense report as well as the original receipts in support of the company’s tax filing requirements.
  4. Expense approvers are required to review and approve all expenses and ensure that the expenses are compliant with this Policy. Expense reports that include non-compliant expenses must be returned to the employee for correction and resubmission. Approvals must be completed within three (3) business days of receipt. If a manager fails to take action on expense reports in queue, the approval will expire and the employee will be notified to re-submit their expense report.
  5. Reimbursement will be made directly to the employee’s bank account based on the selection made in each employee’s Pay & Taxes direct deposit election profile in Workday. Direct deposits are made to the account that reflects “\*” under Account located on the direct deposit page. It is the employee's responsibility to keep their banking information updated in Workday.
  6. Any out of pocket expenses submitted after **90** days from the date incurred will not be reimbursed.

# Gifts and Charitable Donations:

* 1. Gifts for customers and business contacts require pre-approval prior to a purchase being made and must be compliant with all Company policies, including the COMPANY NAME Anti-Corruption Compliance Policy and COMPANY NAME Employee Handbook. Approval must be obtained by:
  2. Gifts must be given in the name of COMPANY NAME, must be insignificant in dollar value (not to exceed USD $100 or local currency equivalent of USD $100), compliant with applicable law and not given in consideration of any action by the recipient. No cash gifts or cash equivalents (such as gift cards) may be given. Gifts in excess of the allowed amount must be pre-approved in writing by …If a gift exceeds the allowed amount, and you do not have pre-approval, the amount will be adjusted to adhere to T&E policy guidelines. If the gift is purchased on the Corporate Card, the difference will need to be reimbursed to COMPANY NAME.
  3. Gift to employees such as birthday, holiday, or shower presents are considered the personal property of the giver and are not reimbursable. Flowers or gift baskets will be reimbursed in the case of bereavement, severe illness, or the birth or adoption of a baby. Prior written approval from:
  4. Contributions or donations to charitable organizations are not reimbursable expenses. All requests for charitable donations must be submitted through the ticket form and approved by …
  5. Employee Awards/Prizes/Incentives are considered taxable and will need to be communicated to the employee if one is to be given. Employee Awards/Prizes must go through Finance and not purchased out of pocket or on the Company Travel Card. Please contact [ap@COMPANY NAME.com](mailto:ap@shutterstock.com) to purchase.

# Miscellaneous REIMBURSABLE Expenses:

1. Passports and Visas: Expedited processing fees required to accommodate an upcoming international business trip. NOTE: The normal fees and incidentals incurred for Passport, and courier fees are the responsibility of the employee.
2. Baggage fees including excess baggage when company equipment is required.
3. TSA Pre-Check is reimbursable for employees expected to travel at least monthly.
4. Laundry: Reasonable hotel laundry expenses are reimbursable for business travel that exceeds 5 consecutive business days or longer.
5. Postage / Freight: Reasonable costs for business related postage and freight are fully reimbursable.
6. Travel vaccinations if deemed necessary.
7. WiFi access (i.e., hotel, airport, etc., where you are required to purchase access).
8. Foreign currency exchange/transaction fees [documentation required].

# Miscellaneous NON-REIMBURSABLE Expenses:

1. Any personal or non-business related expense.
2. Incidental coffee/beverage purchases.
3. Magazines and newspaper purchases.
4. Airline Club Memberships or day passes.
5. Passport and incidental fees (except when expedited processing is required, the fees incurred to expedited are reimbursable).
6. Personal credit card fees including delinquency late fees (excludes foreign currency transaction fees).
7. Medical expense incurred while on travel. This must be processed through COMPANY NAME Benefits. Contact Global Benefits with any questions:
8. Clothing/Wardrobe.
9. Personal toiletries or medicines.
10. Make-up and grooming aids.
11. Pay per view movies or hotel movies.
12. Personal air travel insurance.
13. Babysitting, childcare, housekeeping, or pet sitting expense.
14. Gifts for employees (see section 13).
15. Spa, massage, barber or salon services.
16. Office furniture.
17. Office decorating (plants, flowers, pictures, paintings, etc.).
18. Computer equipment and computer software (laptops, monitors, etc.). These purchase requests should be made through the IT Department.
19. Consulting services fees. The vendor must submit invoices to [ap@COMPANY NAME.com.](mailto:ap@shutterstock.com)
20. Tuition reimbursement; this must be submitted to the Human Resources Department.
21. Relocation expenses; this must be submitted to the Human Resources Department.

# Contacts:

All inquiries about this Policy, including requests for content change should be directed to: